

# A "HOW-TO" GUIDE TO THE TLLP WIKISPACE

If you have further questions, please e-mail Steph at [sskelton@scdsb.on.ca](mailto:sskelton@scdsb.on.ca).

## HOW TO ACCESS THE SITE

- Go to [tllpbalancedmath.wikispaces.com](http://tllpbalancedmath.wikispaces.com)
- Click on "join" in the upper right corner
- This will prompt you to either join as a new user or sign in if you already have an account. To become a new user, you will need to enter a username, password, and e-mail address. If you are already a member, you can click on "sign in" at the bottom right and enter your information.

**While this site is visible to all, we ask that you sign in as a member so that you may also contribute to the site. Thank you.**

### Join Now

We will not spam or share your email address.

Make a Wiki?

☒ No

☐ Yes

Create a wiki now or after you join.

[Join](#)

[Already have an account? Sign in.](#)

## HOW TO VIEW PAGES

- You can choose to take the paths on the homepage or on the right side of the page by simply clicking the desired page name.

## HOW TO JOIN AND START DISCUSSIONS

- The easiest way to participate is by scrolling to the bottom of the homepage and clicking on the topic you're interested in discussing.
- To begin your own discussion, click on the discussion tab across the top of the page.
- Once you're in the discussion section, click on "+ New Post" button at the top left side of the page.
- Enter your subject and message, and then "POST" when you're finished.
- **\*IMPORTANT\*** For ease of use, please make sure you're on the *Home* page before starting discussions. This way, all discussions, regardless of topic, can be found in one place. (If you are on the *Videos* page and start a discussion, it will be the only page that the discussion shows up on – it's easy to lose track of discussions, and harder for people to find them to respond).

## HOW TO VIEW UPLOADED DOCUMENTS AND FILES

- Click on any files that have been attached. They should be saved to your computer or opened in an application, depending on your settings.
- Once you've opened them on your computer, you can view them or choose to save them to your computer using "save as..." from the "file" menu.
- Many of these documents are editable, so you can change them to suit your specific needs.

## HOW TO ADD TEXT TO A PAGE

- Go to the page you'd like to add text to.
- Click on "EDIT" in the upper right corner.
- Once in edit mode, click on the space where you'd like to add your comments or ideas, and type away.
- Once you're finished, click on "Save" in the upper right hand corner. You can then view your changes on the page.

## HOW TO ADD DOCUMENTS AND FILES

- Go to the page you'd like to add a file to.
- Click on "EDIT" in the upper right corner.
- Once in edit mode, click on the space you'd like to add a file or document to.
- In the toolbar at the top of the page, you'll see an icon that says "File"
- By clicking on "+ Upload Files", you can select the file you'd like to upload from your computer.
- Once you click "open", the file will automatically upload to the TLLP site.
- After it's done loading, click on the file, and it will appear in the edit mode version of the page.
- Add any text you'd like to include (this can be done before or after).
- Click on "Save" in the upper right hand corner.

## HOW TO ADD A LINK

- Go to the page you'd like to add a link to.
- Click "EDIT" in the upper right corner.
- Once in edit mode, click on the space you'd like to add the link to.
- In the toolbar at the top of the page, you'll see an icon that says "Link"
- **Important:** If you're adding a link that takes you to a page *outside* of the Wiki, click on the *External Link* tab (if you stay in the *Wiki Link* page, you'll only be able to link to another page on the wiki).
- Enter the text you'd like to have seen as the link, and enter the website address below it; click on "New Window" so that when people click on the link, it opens a new window or tab and doesn't navigate users away from the TLLP site.
- When you are done, click "Add Link".
- Click on "Save" in the upper right hand corner.

## HOW TO USE SURVEYS

- Once you're on the *Surveys* page, you will see your school's name and links to the surveys. Currently, there are two links (one for Primary, one for Junior/Intermediate). More will be added throughout the duration of the project.
- Please copy the link and share it with your students, but again, please do NOT direct them to this wiki to access their surveys.
- The link can be added to a class blog or can be accessed by typing it into the address bar of your browser window.

*Hopefully you find the information on this guide useful. For help at any time, you can access the "help" menu at the top of the page, or you can e-mail Steph at [sskelton@scdsb.on.ca](mailto:sskelton@scdsb.on.ca).  
Enjoy using the wikispace!*

*\*this document is available on the homepage of the TLLP wikispace\**